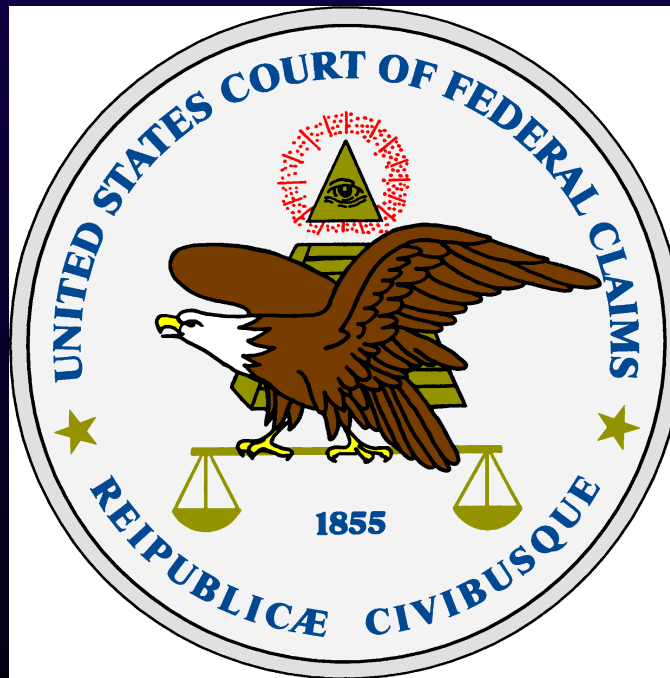


Case Management

***CM / ECF***

Electronic Case Files

# CM/ECF Kickoff



Joseph Orgovan  
Project Manager

Case Management

***CM / ECF***

Electronic Case Files

## **Acronyms & Definitions**

CM = Case Management

ECF = Electronic Case Files

Case Management

***CM / ECF***

Electronic Case Files

## What does CM provide?

- P Electronic docket sheet
- P Tracking of case-related events
- P Case queries
- P Case management reports

Case Management

***CM / ECF***

Electronic Case Files

## What is ECF?

- P Court documents stored in electronic form
- P Automated electronic notification of service
- P Replaces Pacer/WebPacer system with more features
- P Does not preclude use of paper

Case Management

***CM / ECF***

Electronic Case Files

## **Advantages of ECF**

- P Access to electronic docket sheets
- P 24-hour access to filed documents via the internet
- P Automatic electronic notice of filings
- P Simultaneous access to documents
- P Less physical storage space needed
- P Reliable and secure system
- P Reduced mail and courier costs

Case Management

***CM / ECF***

Electronic Case Files

## **Implementation Strategy**

- P** Court will require electronic filing in all new Contract cases where DOD is the defendant
- P** All existing Contract DOD cases for Chief Judge Damich, Judge Allegra, and Judge Block will be converted to electronic cases.
- P** All Complaints must be filed traditionally
- P** All other cases will be docketed traditionally
- P** Further expansion of ECF cases evaluation quarterly

Case Management

***CM / ECF***

Electronic Case Files

## PDF Documents

- P Documents must be filed electronically in PDF (Portable Document Format)
- P Acrobat Reader is available free to view PDF documents
- P Acrobat Writer recommended for PDF creation
- P Verify content and format of final PDF document **before** posting to CM/ECF
- P Each document must be less than 300k (roughly 100 electronic pages or 15 scanned pages)

Case Management

***CM / ECF***

Electronic Case Files

## **Scanned PDF Documents**

- P Scanning should be avoided when possible
- P Scanned documents are 4-5 times larger than electronically created PDF file
- P Scan at 200 dpi
- P Scan as black & white (not color or grayscale!)
- P Scan to PDF format
- P Each document must be less than 300k (roughly 100 electronic pages or 15 scanned pages)



Case Management

***CM / ECF***

Electronic Case Files

## **ECF Documents**

### **P Documents approved for ECF:**

- ▶ Motions, Orders, Notices, Decisions, Reply, Joint Status Report, Response, Witness List, Exhibit List, Appendices, Administrative Records, Findings, Judgments, Bill of Costs, Objections

### **P Documents not approved for ECF:**

- ▶ Complaints, Evidence, Transcripts, Medical Records

Case Management

***CM / ECF***

Electronic Case Files

## How Will I Sign Documents?

- P “s/” followed by **attorney’s** name must be used in place of a signature on documents
- P Login ID and password is considered to be your signature

Case Management

***CM / ECF***

Electronic Case Files

## **Attorney Registration**

- P** Attorneys must register for accounts
- P** Accounts given only for attorneys who are members of the bar
- P** Attorneys must pass certification test

Case Management

***CM / ECF***

Electronic Case Files

## **Fees**

- P** Public pays standard PACER fees
- P** Parties get one free look at document within 30 days of filing
- P** Free documents can be printed and/or saved

Case Management

***CM / ECF***

Electronic Case Files

## **When is ECF Coming?**

**P** Wave 9 Implementation started May 2002

**P** “Go-Live” scheduled for March 17, 2003

Case Management

***CM / ECF***

Electronic Case Files

## What are the Implications for the Bar?

- P Attorneys can file court approved documents over the Internet
- P New rules and procedures
- P New training needs
- P New support needs
- P New hardware/software needs

Case Management

***CM / ECF***

Electronic Case Files

## **Hardware/Software Requirements**

- P** PC with Windows or Macintosh
- P** WordPerfect or Word
- P** Adobe Acrobat PDF writer
- P** Netscape Navigator 4.6 or 4.7
- P** Internet Access
- P** Scanner

Case Management

***CM / ECF***

Electronic Case Files

## **Data Dictionary**

- P** Controls what information and documents are stored in the system
- P** Documents have standardized names based on dictionary
- P** Customizable by court
- P** Users must know which dictionary events to pick



Case Management

***CM / ECF***

Electronic Case Files

## **Common Mistakes**

- P** Filed document in wrong case
- P** Filed wrong document
- P** Filed document with corruption or formatting errors
- P** Filed to wrong system (Train instead of Live)
- P** Document not signed
- P** Mistakes must be corrected by the Clerks Office

Case Management

***CM / ECF***

Electronic Case Files

## Training Options

- P Training sessions at court
- P On-line Training Database
- P On-line CBT
- P User Manual for Attorneys
- P Data Dictionary List
- P Court's public website at  
[www.uscfc.uscourts.gov/cmecf.htm](http://www.uscfc.uscourts.gov/cmecf.htm)
- P On-line streaming video

Case Management

***CM / ECF***

Electronic Case Files

**Questions?**



**Thank You**